



# REORGANIZATION PROPOSAL

The Reorganization Proposal form must be completed, **signed by your Assistant Administrator/Regional Administrator**, and submitted to Troy Boxton, OARM, Office of Human Resources, Policy, Planning and Training Division and to your designated HR Shared Service Center Representative via **email and hardcopy** for review. Please complete this form in its entirety and submit with all required documents and approvals; forms are available at <http://intranet.epa.gov/ohr/programs/reorg/start.htm> **If you have any questions regarding completion of this form, please see page 2 for Troy's contact information.**

## A. CONCISE STATEMENT OF CHANGE

Provide an executive summary that succinctly explains the proposed change(s) (one paragraph or less).

*To better align the laboratory's research core competencies with the Office of Research and Development's (ORD's) national research priorities and to increase efficiency, effectiveness, communication, and coordination, the National Risk Management Research Laboratory (NRMRL) is proposing a reorganization to reduce the number of Divisions from five to four, the number of Branches from 21 to 14, the number of Lab and Division-level staffs from 5 to 3, and the number of supervisory positions from 38 to 28.*

### 1. Describe the title(s) of the unit(s) affected.

*The following organizational units under the National Risk Management Research Laboratory are being dissolved:*

- *Air Pollution Prevention and Control Division's*
  - *Indoor Environment Management Branch*
  - *Technical Services Branch*
- *Ground Water and Ecosystem Restoration Division's*
  - *Technical and Administrative Support Staff*
- *Land Remediation and Pollution Control Division*
  - *Environmental Stressors Management Branch*
  - *Soils and Sediments Management Branch*
  - *Remediation and Redevelopment Branch*
  - *Waste Management Branch*
- *Sustainable Technologies Division*
  - *Clean Processes Branch*
  - *System Analysis Branch*
  - *Sustainable Environments Branch*
  - *Green Chemistry Branch*
- *Environmental Technology Assessment, Verification and Outcomes Staff*
- *Technical Communication and Outreach Staff*

*The following organizational units are being created under the National Risk Management Research Laboratory:*

- *Land and Materials Management Division*
  - *Emerging Chemistry and Engineering Branch*
  - *Life Cycle and Decision Support Branch*



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- *Materials Management Branch*
- *Remediation and Technology Evaluation Branch*
- *Research Planning and Coordination Staff*

*All organizational units within the National Risk Management Research Laboratory are being retitled except the Laboratory Support and Accountability Staff and the functional statements have been updated.*

2. Explain the change purpose (e.g., whether the change is due to a new legislative authority, new program authority or shifts in program emphasis).

*The purpose of the proposed changes under the NRMRL reorganization is to better align the laboratory's research core competencies with ORD's national research programs and priorities to increase efficiency, effectiveness, communication, and coordination. This will also provide better alignment with the Program Offices' and Regions' research needs and priorities. With decreasing total FTE numbers over time, there is a recognition that fewer organizational units and supervisors may be needed moving forward. Another goal for the reorganization is to reduce the number of supervisory positions in a manner that enhances current and future research performance and that, over time, increases the number of FTE engaged in direct research.*

3. Discuss the progress to date based on communications with level approvers and discussions with stakeholders, unions, SSCs, etc.

*NRMRL's senior management team began deliberating a possible organizational restructuring in 2015. After careful consideration and with ORD senior management concurrence, in September 2015, NRMRL convened a face-to-face meeting of all NRMRL managers and senior leaders and presented the initial proposal for a reorganization. Following that meeting, NRMRL's Director, Cynthia Sonich-Mullin issued a statement that NRMRL was considering a reorganization to all staff and union representatives. Cynthia Sonich-Mullin and NRMRL's Deputy Director, John Steenbock presented the proposed four-division structure and the rationale for restructuring to NRMRL employees and union representatives at an all-hands meeting held on December 3, 2015. After providing to NRMRL's three representative unions for review and comments, a feedback survey was made available to all employees following the all hands meeting to provide input and submit comments on the proposed new structure.*

*From a list of volunteer employees, a Comment Resolution Team was formed to review the survey responses, evaluate employee feedback, and develop recommendations. The Comment Resolution Team's members represented a cross section of NRMRL's federal staff with participation from all staff levels and from each geographical location for NRMRL. Union representatives were invited to participate in all meetings of the Comment Resolution Team and the President for the Cincinnati chapter of NTEU attended several of the meetings.*

*The Comment Resolution Team developed a report with their recommendations which was presented to the NRMRL Senior Management Team for consideration and was made available to all staff. The NRMRL Senior Management Team—which was comprised of the Laboratory Director, Deputy Director, and Division Directors—considered and developed responses to all 110 recommendations put forth by the Comment Resolution Team and issued a response report, which was also made available to all staff.*

*The proposed reorganization structure was revised based on the recommendations. Cynthia Sonich-Mullin presented the revised proposed structure and the comment resolution and response results to ORD senior management in the Immediate Office of the Assistant Administrator on March 7, 2016. Following ORD concurrence, David Kozlowski (Acting Deputy Director) presented an update on the proposed reorganization structure and comment resolution and response process to NRMRL employees and union representatives at an all-hands meeting on March 10, 2016. On March 22 and April 12, 2016, NRMRL senior management met with all current Branch Chiefs within the organization to update them and to present the proposed changes for supervisory positions. On April 19, 2016, all staff and union representatives were invited to participate in meetings at the division, branch and/or staff level to present the proposed draft organization chart with management assignments and the draft functional statements for the new organizational units. Following the April 19 meetings, Division Directors, Branch Chiefs, and Staff Chiefs worked together to develop proposed staff assignments for the new organization and the Proposal Writing Team compiled this information for the draft reorganization proposal package. On May 3, 2016, proposed staff assignments were presented to all staff during meetings at the division, branch and/or individual staff level. Union representatives were invited to attend these meetings. Employees were also encouraged to meet individually with supervisors to discuss the proposed staffing assignments and discuss any issues or changes as necessary.*

*A Reorganization Communication Team has been formed. A Reorganization and Beyond web page was established on the NRMRL intranet and includes reports, presentation materials, list of milestones, and a Questions/Answers page. The Acting Deputy Director for Management sends out weekly email communication with updates on reorganization activities and actions. A reorganization timeline and schedule is maintained and regularly updated and is available on the intranet site.*

*ORD's senior management, including the Acting Assistant Administrator, has also been periodically briefed on the proposed restructuring and verbally concurred throughout the process.*

*This reorganization has been discussed with the Shared Services Center staff of OARM's RTP Human Resources Management Division (RTP-HRMD).*

4. Describe the benefits of this change(s) to the agency (e.g., increased accountability, enhanced communication and coordination, improved efficiency).

*The proposed changes under the NRMRL reorganization will better align the laboratory's research core competencies and expertise with ORD's national research programs and*



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*priorities and will increase efficiency, effectiveness, communication, and coordination. This will also provide better alignment with the Program Offices' and Regions' research needs and priorities. The proposed changes will reduce the number of supervisory positions in a manner that enhances current and future research performance and that, over time, increases the number of FTE engaged in direct research.*

5. Is there an impact between AA/RA offices, between offices within an AA office or between Regional divisions?

*No such impacts have been identified or anticipated.*

### B. ANALYSIS OF IMPACT ON PERSONNEL

1. Will there be an impact on the supervisor-to-staff ratio at the AAship/RAship level? (Contact your HRO/PMO for the current ratio). ☐ No ☒ Yes

**If yes, please explain and include your present AAship/RAship supervisor-to-staff ratio \_\_\_\_\_ and the proposed AAship/RAship supervisor-to-staff ratio \_\_\_\_\_.**

*The proposed reorganization will reduce the number of supervisory positions from 38 to 28. NRMRL's supervisor to employee ratio will go from 1:6.3 to 1:9.0. The supervisor to employee ratio of the AA-ship will go from approximately 1:7.7 to 1:8.1.*

2. Will this proposed reorganization: (a) Eliminate positions; (b) Cause a reduction in force; (c) Change how positions are graded; (d) Add new functional units; or (e) Support a VERA/VSIP? ☐ No ☒ Yes

**If yes, please explain.**

*The proposed reorganization will eliminate 10 supervisory positions and the staff will be reassigned to non-supervisory positions; will not cause a reduction in force; will not result in any reductions in grade; will create new functional units but the reorganization will result in a net reduction in functional units; is not to support a VERA/VSIP.*

3. Will there be an impact on the diversity of the organization? ☒ No ☐ Yes  
**If yes, please explain.**

### C. ADMINISTRATIVE ISSUES *(Failure to address all administrative issues may result in a delay in the implementation of the reorganization.)*

1. Will there be any physical moves of staff? ☐ No ☒ Yes

**If yes, please explain.**

*There will not be any required geographical relocations. There may be office moves.*

2. Will new space be required? ☒ No ☐ Yes

**If so, have all technical (computer, telecommunications, etc.) needs been assessed?**

3. Will the reorganization require new information systems/technologies, or significant changes to existing ones, and (if so) has it been acquired? ☒ No ☐ Yes

**If yes, please explain.**

4. Will there be any budgetary impacts? **If yes, please explain in detail.** ☒ No ☐ Yes

### D. EPA DIRECTIVES






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1. Will any Delegations of Authority, Orders or Manuals be affected? ☒ No ☐ Yes  
**If yes, please explain and attach the directive affected.**

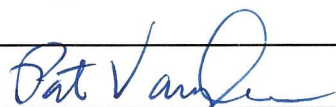
**E. ATTACHMENTS** *(Use the forms provided)*

1. Staffing Plan Crosswalk *(Use Staffing Plan Template)*. Contact your servicing HR SSC for information *(Do not include social security numbers)*.
2. Current Organizational Chart.
3. Proposed Organizational Chart *(Must include all organization levels)*.
4. Current Functional Statement.
5. Proposed Functional Statement *(Must include all reporting levels)*.

**Assistant Administrator/Regional Administrator Approval**

<b>Name:</b> Thomas A. Burke	<b>Title:</b> Deputy Assistant Administrator for Research and Development Office of Research and Development
<b>Signature:</b> 	<b>Date:</b> SEP 13 2016

**Human Resources Office/Program Management Office Reviewed**

<b>Name:</b> Pat Vaughan	<b>Title:</b> Director, ORD/OARS/Human Resources Division
<b>Signature:</b> 	<b>Date:</b> 8/31/16

**Human Resources Shared Service Center Approval (Certifies Receipt of this Package)**

<b>Name:</b> Kim Crum	<b>Title:</b> Human Resource Specialist (Classification) OARM, HR Shared Service Center - RTP, Branch C
<b>Signature:</b>	<b>Date:</b>

**Contact Information:**

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